

**Texas Education Agency
Standard Application System (SAS)**

2018–2019 Technology Lending		
Program authority:	General Appropriations Act, Article III, Rider 8, and House Bill 3526, 85 th Texas Legislature; Texas Education Code Section 32.301	FOR TEA USE ONLY Write NOGA ID here:
Grant Period:	May 1, 2018, to August 31, 2019	<div style="writing-mode: vertical-rl; transform: rotate(180deg);">DOCUMENT CONTROL CENTER</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">TEA EDUCATION AGENCY</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">RECEIVED</div> <div style="text-align: center;">Place date stamp here</div> <div style="text-align: center;">FEB - 6 PM 2:28</div>
Application deadline:	5:00 p.m. Central Time, February 6, 2018	
Submittal information:	<p>Applicants must submit one original copy of the application with an original signature, and two copies of the application, printed on one side only and signed by a person authorized to bind the applicant to a contractual agreement, must be received no later than the aforementioned date and time at this address:</p> <p style="text-align: center;">Document Control Center, Grants Administration Division Texas Education Agency, 1701 North Congress Ave. Austin, TX 78701-1494</p>	
Contact information:	Kathy Ferguson: techlending@tea.texas.gov; (512) 463-9087	

Schedule #1—General Information

Part 1: Applicant Information

Organization name	County-District #		Amendment #
La Fe Preparatory School	071-807		
Vendor ID #	ESC Region #		
071-807	19		
Mailing address		City	State ZIP Code
616 E. Father Rahm Ave		El Paso	TX 79901-

Primary Contact

First name	M.I.	Last name	Title
Robert		Gonzales	Board of Directors: Chair
Telephone #	Email address		FAX #
915-534-7979	Robert.Gonzales@lafe-ep.org		915-534-7601

Secondary Contact


First name	M.I.	Last name	Title
Rocha		Rene	Comptroller
Telephone #	Email address		FAX #
915-534-7979	RRocha@lafe-ep.org		915-534-7601

Part 2: Certification and Incorporation

I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I further certify that any ensuing program and activity will be conducted in accordance with all applicable federal and state laws and regulations, application guidelines and instructions, the general provisions and assurances, debarment and suspension certification, lobbying certification requirements, special provisions and assurances, and the schedules attached as applicable. It is understood by the applicant that this application constitutes an offer and, if accepted by the Agency or renegotiated to acceptance, will form a binding agreement.

Authorized Official:

First name	M.I.	Last name	Title
Robert		Gonzales	Superintendent
Telephone #	Email address		FAX #
915-534-7979	Robert.Gonzales@lafe-ep.org		915-534-7601
Signature (blue ink preferred)		Date signed	


2/5/18

Only the legally responsible party may sign this application.

Schedule #1—General Information

County-district number or vendor ID: 071-807

Amendment # (for amendments only):

Part 3: Schedules Required for New or Amended Applications

An X in the "New" column indicates a required schedule that must be submitted as part of any new application. The applicant must mark the "New" checkbox for each additional schedule submitted to complete the application. For amended applications, the applicant must mark the "Amended" checkbox for each schedule being submitted as part of the amendment.

Schedule #	Schedule Name	Application Type	
		New	Amended
1	General Information		
2	Required Attachments and Provisions and Assurances	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Request for Amendment	<input checked="" type="checkbox"/>	N/A
5	Program Executive Summary	N/A	<input checked="" type="checkbox"/>
6	Program Budget Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Professional and Contracted Services (6200)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Supplies and Materials (6300)	See Important Note For Competitive Grants*	<input type="checkbox"/>
10	Other Operating Costs (6400)		<input type="checkbox"/>
11	Capital Outlay (6600)		<input type="checkbox"/>
12	Demographics and Participants to Be Served with Grant Funds		<input type="checkbox"/>
13	Needs Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Management Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	Project Evaluation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Responses to Statutory Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Responses to TEA Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>

***IMPORTANT NOTE FOR COMPETITIVE GRANTS:** Schedules #8, #9, #10 and #11 are required schedules if any dollar amount is entered for the corresponding class/object code on Schedule #6—Program Budget Summary. For example, if any dollar amount is budgeted for class/object code 6200 on Schedule #6—Program Budget Summary, then Schedule #8—Professional and Contracted Services (6200) is required. If it is either blank or missing from the application, the application will be disqualified.

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Schedule #2—Required Attachments and Provisions and Assurances

County-district number or vendor ID: 071-807

Amendment # (for amendments only):

Part 1: Required Attachments

The following table lists the fiscal-related and program-related documents that are required to be submitted with the application (attached to the back of each copy, as an appendix).

#	Applicant Type	Name of Required Fiscal-Related Attachment
No fiscal-related attachments are required for this grant.		
#	Name of Required Program-Related Attachment	Description of Required Program-Related Attachment
1	LEA Technology Plan Template	If an LEA does not have a 2016–2017 Technology Plan on file with TEA, it must show evidence of a current local technology plan on participating campuses by completing the LEA Technology Plan Template.

Part 2: Acceptance and Compliance

By marking an X in each of the boxes below, the authorized official who signs Schedule #1—General Information certifies his or her acceptance of and compliance with all of the following guidelines, provisions, and assurances.

Note that provisions and assurances specific to this program are listed separately, in Part 3 of this schedule, and require a separate certification.

X	Acceptance and Compliance
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with the <u>General and Fiscal Guidelines</u> .
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with the <u>program guidelines for this grant</u> .
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with all <u>General Provisions and Assurances</u> requirements.
<input checked="" type="checkbox"/>	I certify that I am not debarred or suspended. I also certify my acceptance of and compliance with all <u>Debarment and Suspension Certification</u> requirements.

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Schedule #2—Required Attachments and Provisions and Assurances

County-district number or vendor ID: 071-807

Amendment # (for amendments only):

Part 3: Program-Specific Provisions and Assurances
☒ I certify my acceptance of and compliance with all program-specific provisions and assurances listed below.

#	Provision/Assurance
1.	The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this grant will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
2.	The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
3.	The applicant assures that funds provided under the Instructional Materials Allotment (IMA) or other funding are insufficient to purchase enough lending technology for every student who needs dedicated access to a device.
4.	The applicant assures that it will provide access to lending technology and residential access to the Internet for students, including economically disadvantaged students and students with disabilities, who do not already have either the needed equipment or Internet service for learning at home
5.	The applicant understands that equipment purchased with Technology Lending Grant funds is the property of the LEA.
6.	The applicant assures that infrastructure and technical support are adequate to support students' use of loaned equipment provided through the grant at its participating campus(es).
7.	The applicant assures that it will provide adequate staff to administer the program and ensure successful implementation.
8.	The applicant assures that it will account for the technology lending equipment in accordance with district policy for accounting for such equipment, including providing insurance when insurance is typically provided for such equipment. The applicant understands that the grant funds cannot be used to replace lost, stolen, or damaged equipment.
9.	The applicant assures that it will obtain a Technology Lending Agreement signed by the parents/guardian of each participating student and by the student participating in the program, including an assurance of student's mastery of the grade-appropriate Digital Citizenship strand of the Technology Applications Texas Essential Knowledge and Skills.
10.	The applicant assures that it has a 2016–2017 LEA technology plan on file with TEA, or that it will show evidence of a current local technology plan on participating campuses by completing the Required Program-Related Attachment outlined on page 18 of the Program Guidelines.
11.	The applicant assures that technology lending and use of electronic instructional materials are incorporated into the LEA's technology plan.
12.	The applicant agrees to collect and report the data for the performance measures stated in the Program Guidelines under Program Evaluation. The applicant assures it will develop appropriate systems and processes to collect and report the required data

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Schedule #4—Request for Amendment

County-district number or vendor ID: 071-807

Amendment # (for amendments only):

Part 1: Submitting an Amendment

This schedule is used to amend a grant application that has been approved by TEA and issued a Notice of Grant Award (NOGA). **Do not submit this schedule with the original grant application.** Refer to the instructions to this schedule for information on what schedules must be submitted with an amendment.

An amendment may be submitted by mail **or** by fax. Do not submit the same amendment by both methods. Amendments submitted via email will not be accepted.

If the amendment is mailed, submit three copies of each schedule pertinent to the amendment to the following address: Document Control Center, Grants Administration Division, Texas Education Agency, 1701 N. Congress Ave., Austin, TX 78701-1494.

If the amendment is faxed, submit one copy of each schedule pertinent to the amendment to either of the following fax numbers: (512) 463-9811 or (512) 463-9564.

The last day to submit an amendment to TEA is listed on the TEA Grant Opportunities page. An amendment is effective on the day TEA receives it in substantially approvable form. All amendments are subject to review and approval by TEA.

Part 2: When an Amendment Is Required

For all grants, regardless of dollar amount, prior written approval is required to make certain changes to the application. Refer to the "When to Amend the Application" guidance posted in the Amendment Submission Guidance section of the Grants Administration Division Administering a Grant page to determine when an amendment is required for this grant. Use that guidance to complete Part 3 and Part 4 of this schedule.

Part 3: Revised Budget

			A	B	C	D
#	Schedule #	Class/ Object Code	Grand Total from Previously Approved Budget	Amount Deleted	Amount Added	New Grand Total
1.	Schedule #8: Contracted Services	6200	\$	\$	\$	\$
2.	Schedule #9: Supplies and Materials	6300	\$	\$	\$	\$
3.	Schedule #10: Other Operating Costs	6400	\$	\$	\$	\$
4.	Schedule #11: Capital Outlay	6600	\$	\$	\$	\$
5.	Total direct costs:		\$	\$	\$	\$
6.	Indirect cost (%):		\$	\$	\$	\$
7.	Total costs:		\$	\$	\$	\$

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By TEA staff person:

Schedule #4—Request for Amendment (cont.)

County-district number or vendor ID: 071-807

Amendment # (for amendments only):

Part 4: Amendment Justification

Line #	Schedule # Being Amended	Description of Change	Reason for Change
1.			
2.			
3.			
4.			
5.			
6.			
7.			

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Schedule #5—Program Executive Summary

County-district number or vendor ID: 071-807

Amendment # (for amendments only):

List the campuses that will be served with these funds. Response is limited to space provided, front side only, font size no smaller than 10 point Arial.

La Fe Preparatory School, 616 E.Father Rahm Ave, El Paso, Texas 79901 (County-district number ID: 071-807)

Provide a brief overview of the program you plan to deliver. Refer to the instructions for a description of the requested elements of the summary.

La Fe Preparatory School is applying for a Technology Lending Program grant as part of its mission and Technology Plan to bridge the technological gap in our school's community and campus in order to enhance the learning environment in our classrooms and improve our students' academic performance. La Fe Preparatory School is a (one-campus) charter school serving 260 students from Pre-K to 8th grade and has a high demand for technology due to its rigorous project-based thematic curriculum. La Fe Preparatory School is located in South El Paso and serves a school community where 95.8% of the students are identified as economically disadvantaged, 82.4% are identified at-risk and 90% have limited English-language proficiency. The school needs this program because it's community, the 79901 zip code, continues to be one of the most impoverished areas in the United States. As recently as 2015, the median family income was still \$14,019 and 74% of families with children had incomes 100% below poverty. The community also has a history of low educational attainment and significant language and cultural barriers to include; only 33.2% of residents have a high school diploma, 2.6% a college degree and 0.5% a professional degree; and 87.2% of residents speak Spanish as a primary language. This demographic data and our experience since opening our school in 2007 inform us of two significant barriers to our school's goal of converting to a technology driven learning environment in order to assure students' do not fall into the poverty and lack of opportunities that has plagued this community. First, the school's community and our students cannot afford the technology needed to assure our students excel in school and at home and become better prepared to meet the challenges of high school and college or productive careers. And, technology can offer the additional learning opportunities needed to empower students to not only improve current academic achievement, but offer a path to brighter opportunities. As a charter school that now includes a middle school, we must meet these challenges of the learning community and cultivate these future citizens.

To accomplish our District/single campus goal of converting our school into a technology driven learning environment in order to better prepare our students for the future, we are in the middle of a campaign to acquire technology equipment, hardware and software, for our entire campus, faculty and students. As part of this Technology Plan, we are actively applying for private and public programs and grant opportunities. Within this strategy, the Technology Lending Program would allow us to target the 40 students attending 8th grade in order to use take-home laptops to better prepare them and their families to transition to the demands of high school. With this program, faculty will be able to provide these students with more opportunities for individual learning; assess and improve skill development and accelerate learning in core topics through additional digital instructional materials. With improved learning capacity, our student's interest in STEM and health care careers can be nourished and become paths for brighter futures. The Technology Lending Program focused on these students will be a key asset in preparing them with the skills to complete and graduate high school in order to attend college or enter careers that will help them break the cycle of poverty in their community. The grant award would also help us prepare our students to improve current classroom performance and demonstrate improved proficiency on the TEKS. A grant award would also allow us to leverage this program in securing other resources to accomplish our Technology Plan. It is imperative for our students to be competitive in a digital economy by having access to computers and educational software at school and at home so they develop the critical skills needed for a lifetime of learning. The Technology Lending Program would be a solid foundation in this effort. La Fe Preparatory School does not currently have a Technology Lending Program or similar program.

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By TEA staff person:

Schedule #5—Program Executive Summary (cont.)

County-district number or vendor ID: 071-807

Amendment # (for amendments only):

Provide a brief overview of the program you plan to deliver. Refer to the instructions for a description of the requested elements of the summary. Response is limited to space provided, front side only, font size no smaller than 10 point Arial.

The program La Fe Preparatory School proposes to deliver with the Technology Lending Program is a key element in converting our charter school campus into a technology driven learning environment. As the needs assessment section will itemize, all current technology equipment the school offers students, hardware and software, is either outdated or obsolete, and limited to on campus use.

Because of the size of our student population, the school is only eligible for enough funding to target a small population of students. However, the program can become a very strong foundation for both student preparedness and school preparedness to reach its goal of converting our campus into a technology driven learning environment. The plan to use the Technology Lending Program as a linchpin in this conversion is based on the following program elements;

- The Technology Lending Program will target the 40 students that attend the 8th grade. This is a critical grade since students will then attend the area high school which had a 66.8% graduation and 22.5% drop-out rate in 2016 (TEA).
- The Technology Lending Program is a perfect fit into the goal and strategy of the school's Technology Plan, thus allows us to initiate a conversion that will sustain the learning capacity of students started with is grant.
- The school has already established a Technology Planning Committee, comprised of faculty, administrative and IT staff that will be responsible to assure the program is implemented in a timely manner and within compliance of applicable grant conditions and requirements.
- The Technology Lending Program has already impacted the schools efforts to convert to a technology driven environment by initiating the development of policies, classroom performance and management strategies and assessment of the impact of technology on current curricula and school activities.
- The school has initiated an AVID (Advancement Via Individual Determination) approach in their classrooms in order to bridge the student's learning experiences to future academic and life opportunities. This approach is ideal for 8th graders to now integrate take-home laptops and make these important poverty-breaking life lessons available both at school and in their homes.
- The Technology Lending Program will focus on core school subjects where students have had historical assistance needs (reading, math and English proficiency) thus improving classroom performance.
- Due to this program, the Technology Planning Committee has identified software that will augment the student's capacity to use their laptops on campus and home and reinforce command of core school subjects.
- Additional internet programs have been identified to include new or additional courses using digital instructional materials made possible due to this program and will be integrated into the current curriculum in order to allow students to maximize the use of their laptop and to increase individual as well as classroom learning capacity.
- The Technology Planning Committee will continue to assess school policies and/or practices for responsible use of take-home technology as the program is operated in order to identify and recommend best practices applicable to our campus and student population once a full conversion is achieved.
- A program evaluative process to include participation and monitoring of Technology Lending Program Performance Measures and Milestones has been established. Data collection and assessment processes are being finalized to assure the program is implemented seamlessly within school operations.
- Parents, students and stakeholders will be maintained informed and involved in program implementation and accomplishments through information sharing strategies to include parent meetings, school web page notices and monthly news letter, assuring maximum community program participation.

The program's expected outcome is that participating students will improve their command of technology as a lifelong tool to improve academic and personal study habits and achievement; improve school performance (attendance, grades and TEKS scores); and, students will be better prepared to complete high school. We also project students and their families will learn to use technology to augment academic attainment, job skills and personal management capacity thus breaking the cycle of poverty that plagues this community.

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Schedule #6—Program Budget Summary

County-district number or vendor ID: 071-807

Amendment # (for amendments only):

Program authority: General Appropriations Act, Article III, Rider 8, and House Bill 3526, 85th Texas Legislature; Texas Education Code Section, 32.301

Grant period: May 1, 2018, to August 31, 2019

Fund code: 410

Budget Summary

Schedule #	Title	Class/ Object Code	Program Cost	Admin Cost	Total Budgeted Cost
Schedule #8	Professional and Contracted Services (6200)	6200	\$0	\$0	\$0
Schedule #9	Supplies and Materials (6300)	6300	\$46,321.40	\$0	\$46,321.40
Schedule #10	Other Operating Costs (6400)	6400	\$3,000.00	\$0	\$3,000.00
Schedule #11	Capital Outlay (6600)	6600	\$0	\$0	\$0
Total direct costs:			\$49,321.40	\$0	\$49,321.40
Percentage% <u>indirect costs</u> (see note):			N/A	\$0	\$0
Grand total of budgeted costs (add all entries in each column):			\$49,321.40	\$0	\$49,321.40

Administrative Cost Calculation

Enter the total grant amount requested:	\$49,321.40
Percentage limit on administrative costs established for the program (15%):	× .15
Multiply and round down to the nearest whole dollar. Enter the result.	
This is the maximum amount allowable for administrative costs, including indirect costs:	\$0

NOTE: Indirect costs are calculated and reimbursed based on actual expenditures when reported in the expenditure reporting system, regardless of the amount budgeted and approved in the grant application. If indirect costs are claimed, they are part of the total grant award amount. They are not in addition to the grant award amount.

Indirect costs are not required to be budgeted in the grant application in order to be charged to the grant. Do not submit an amendment solely for the purpose of budgeting indirect costs.

If selected for a competitive grant, your award amount will be the lesser of the grand total of budgeted costs as stated on this schedule (the box with the bold outline), or the sum of all line items listed on this schedule, or the maximum allowable award amount. TEA is not responsible for math errors.

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Schedule #8—Professional and Contracted Services (6200)

County-district number or vendor ID: 071-807

Amendment # (for amendments only):

NOTE: Specifying an individual vendor in a grant application does not meet the applicable requirements for sole-source providers. TEA's approval of such grant applications does not constitute approval of a sole-source provider.

Professional and Contracted Services

#	Description of Service and Purpose	Grant Amount Budgeted
1		
2		\$
3		\$
4		\$
5		\$
6		\$
7		\$
8		\$
9		\$
10		\$
11		\$
12		\$
13		\$
14		\$
a. Subtotal of professional and contracted services:		\$
b. Remaining 6200—Professional and contracted services that do not require specific approval:		\$
(Sum of lines a and b) Grand total		\$0.00

For budgeting assistance, see the Allowable Cost and Budgeting Guidance section of the Grants Administration Division Administering a Grant page.

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Schedule #9—Supplies and Materials (6300)		
County-District Number or Vendor ID: 071-807		Amendment number (for amendments only):
Supplies and Materials Requiring Specific Approval		
		Grant Amount Budgeted
6300	Total supplies and materials that do not require specific approval:	\$46,321.40
Grand total:		\$46,321.40

For budgeting assistance, see the Allowable Cost and Budgeting Guidance section of the Grants Administration Division Administering a Grant page.

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Schedule #10—Other Operating Costs (6400)

County-District Number or Vendor ID: 071-807		Amendment number (for amendments only):
Expense Item Description		Grant Amount Budgeted
6400	Operating costs that do not require specific approval:	\$3,000.00
Grand total:		\$3,000.00

In-state travel for employees does not require specific approval.

For budgeting assistance, see the Allowable Cost and Budgeting Guidance section of the Grants Administration Division Administering a Grant page.

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Schedule #11—Capital Outlay (6600)

County-District Number or Vendor ID: 071-807

Amendment number (for amendments only):

#	Description and Purpose	Quantity	Unit Cost	Grant Amount Budgeted
66XX—Computing Devices, capitalized				
1			\$	\$
2			\$	\$
3			\$	\$
4			\$	\$
5			\$	\$
6			\$	\$
7			\$	\$
8			\$	\$
9			\$	\$
10			\$	\$
66XX—Software, capitalized				
11			\$	\$
12			\$	\$
13			\$	\$
14			\$	\$
15			\$	\$
16			\$	\$
17			\$	\$
66XX—Equipment, furniture, or vehicles				
18			\$	\$
19			\$	\$
20			\$	\$
21			\$	\$
22			\$	\$
23			\$	\$
24			\$	\$
25			\$	\$
26			\$	\$
27			\$	\$
Grand total:				\$0.00

For budgeting assistance, see the Allowable Cost and Budgeting Guidance section of the Grants Administration Division Administering a Grant page.

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Schedule #12—Demographics and Participants to Be Served with Grant Funds

County-district number or vendor ID: 071-807

Amendment # (for amendments only):

Part 1: Student Demographics of Population To Be Served With Grant Funds. Enter the data requested for the population to be served by this grant program. If data is not available, enter DNA. Use the comment section to add a description of any data not specifically requested that is important to understanding the population to be served by this grant program. Response is limited to space provided. Use Arial font, no smaller than 10 point.

Student Category	Student Number	Student Percentage	Comment
Economically disadvantaged	38	95%	
Limited English proficient (LEP)	23	58%	
Disciplinary placements	0	N/A%	
Attendance rate	NA	97.50%	
Annual dropout rate (Gr 9-12)	NA	N/A%	

Part 2: Students To Be Served With Grant Funds. Enter the number of students in each grade, by type of school, projected to be served under the grant program.

School Type: ☐ Public ☒ Open-Enrollment Charter ☐ Private Nonprofit ☐ Private For Profit ☐ Public Institution

Students

PK	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
									40					40

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Schedule #13—Needs Assessment

County-district number or vendor ID: 071-807

Amendment # (for amendments only):

Part 1: Process Description. A needs assessment is a systematic process for identifying and prioritizing needs, with "need" defined as the difference between current achievement and desired outcome or required accomplishment. Describe your needs assessment process, including a description of how needs are prioritized. If this application is for a district level grant that will only serve specific campuses, list the name of the campus(es) to be served and why they were selected. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

In order to establish a systematic process to identify and prioritize the school's technology needs and improve the learning environment, the school established a Technology Planning Committee to assess how the learning environment could be improved and address the difference between current level of student accomplishments and the best possible outcomes that will assure students are prepared for high school, graduation and future opportunities. The strategy was developed in view that the school had reached an eighth grade level, and students would be entering the area high school that only had a 66.8% graduation and 22.5% drop-out rate in 2016 (TEA).

In implementing the needs assessment, the Technology Planning Committee started with an analysis of the school's current technology capacity. Below are the current school's technology and teaching equipment condition;

- The main campus technology resource is a 20 computer lab that students rotate in using. These computers are restricted to on-campus and structured class room use only.
- The school has minimal educational software
- Faculty and classrooms lack the technology to assist students using a technology driven learning environment such as interactive smart boards and instructor hardware and software.
- All staff members have access to a computer (laptop/ desk top) with internet access in each classroom. Some of the hardware is outdated but functional.
- There are only two computers accessible per classroom for student use resulting in a ratio of 1 computer per 4.47 students (56 PCUs to 250 students).
- A total of 16 whiteboards are installed in classrooms.
- Printers and other peripherals are evenly distributed among classrooms for each grade level
- Internet access is campus-wide through multiple Wi-Fi hubs.
- South El Paso is part of the citywide (Digital El Paso) network providing WiFi access signal to the school community.
- School has two videoconferencing units to host virtual field trips – equipment is functional but outdated.
- The school no longer has a notebook issuing program due to equipment being outdated/obsolete.
- The school does not have a Technology Lending Program or similar program.

As a result of the school's limited technology assets and condition, the Technology Planning Committee identified the resources needed to assure students have access to the technology needed to improve scholastic achievements. This process identified the need for;

- Securing laptops/ tablets and age appropriate software for all students (250) in order to expose students to technology from day one and assure the learning environment converts to a technology driven environment that supports and nourishes student's capacity to learn.
- The needed technology equipment would have to be secured through external funding sources since school community level of poverty and lack of technology at home creates challenges for students learning capacity.
- Faculty need the upgraded technology equipment and software to assure lesson plans are technology driven and assess student achievement by use of technology driven programs.
- Classroom technology equipment needs to be upgraded and be internet compatible in order to convert the classroom environment into a technology driven environment
- Teleconferencing equipment needs to be upgraded and accessible to all grade levels to become part of the virtual field trips needed to expand student horizons, career paths and learning opportunities.
- Technology needs to be available to parents/ community in order to contribute to a supportive home learning environment and break the community's cycle of poverty.

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Schedule #13—Needs Assessment (cont.)

County-district number or vendor ID: 071-807

Amendment # (for amendments only):

Part 2: Alignment with Grant Goals and Objectives. List your top five needs, in rank order of assigned priority. Describe how those needs would be effectively addressed by implementation of this grant program. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Identified Need	How Implemented Grant Program Would Address
1.	Technology Plan Goal: Convert La Fe Preparatory School into a Technology Driven Learning Environment in order to improve student academic outcomes and future learning capacity and opportunities.	Strategy: Secure 260 student laptops and age-appropriate educational software in order to provide access to technology driven learning opportunities for each student. Use Tech Lending Program to secure laptops and educational software for 8 th graders for school and home use in order to prepare them for high school and future learning opportunities. Secure rest of student equipment through grants and public/private programs
2.	Provide all teachers with training opportunities to assure students technology assets are used to maximize learning capacity.	Strategy: Teachers will receive professional development opportunities on use of student laptops and software in order to integrate technology into curriculum and assess resulting student capacity. Secure training opportunities for faculty as part of technology equipment selection and purchase. Schedule training for Tech Lending Program faculty as this equipment is secured. Augment faculty training through on-line and with support of IT staff training opportunities.
3.	Develop opportunities for community and parents to have access to technology at home to create a familial learning environment.	Strategy: Develop and establish the policies and procedures necessary to operate a Technology Lending Program that meets TEA Statutory and program requirements and builds on best practices of other educational districts. The Technology Planning Committee is currently reviewing TEA and El Paso School District policies to establish the required and most appropriate policies and practices. Present these policies to school administration and its Board of Directors for adaption prior to operating the program.
4.	Evaluate the impact of technology on learning environment in order to prepare for all grades to become technology driven.	Strategy: Meet all Technology Lending Program Performance Measures by maintaining and submitting program data to TEA in a timely manner. Monitor all program Millstones and use lessons learned to improve and implement a technology program that favorably impacts all students performance at school and at home.
5.	Use technology driven learning environment to prepare students to excel in school core subjects, improve classroom and TEKS scores/ grades and improve learning capacity throughout scholastic and career development.	Integrate technology into curriculum and classroom activities to include additional digital instructional opportunities. Include parents in technology skill development activities through targeted school assignments and Parent Technology Night activities in order to improve student's home learning environment, future academic achievement and improve their health status.

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Schedule #14—Management Plan

County-district number or vendor ID: 071-807

Amendment # (for amendments only):

Part 1: Staff Qualifications. List the titles of the primary project personnel and any external consultants projected to be involved in the implementation and delivery of the program, along with desired qualifications, experience, and any requested certifications. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Title	Desired Qualifications, Experience, Certifications
1.	Principal	Ms. Nellie Morales; B. S. / M. Ed. Admin; 41 yrs. Experience (32 Yrs. Principal); special training; parental Involvement coordination, cultural competence, Integrated Curriculum Models Developer
2.	Technology Teacher	Ms. Leticia Hernandez – La Fe Prep Technology Teacher – B.S./M. Education and technology sciences. Teacher in El Paso schools 2009; joined La Fe Prep in 2016 as Technology Instructor.
3.	Comptroller	Mr. Rene Rocha; Comptroller, MBA – Concentration in Finance; 13 yrs' experience fiscal management federal/state/private grants. Part of La Fe's Accounting Team that maintains inventories and grant expenditures control and compliance within specific grant/ funder conditions.
4.	IT Manager	Mr. Hector Landeros; IT Manager - Bachelors in Computer Science; 6 years' experience in IT networking, troubleshooting, software implementation and general IT services management.
5.	Technology Developer	Mr. Antonio Santos, La Fe Culture and Technology Center Administrator, Microsoft Certified Professional, A+ Certification, Network+ Certification; I-Net+ Certification, Cisco Certification 25 years IT experience. Other related qualifications; Computer Service Technician, Designing, implementing, and upgrading networks – LAN and WAN; Computer programming languages - Visual Basic, FORTRAN, C, C++; Database Management – SQL and MySQL; WiFi networks

Part 2: Milestones and Timeline. Summarize the major objectives of the planned project, along with defined milestones and projected timelines. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Objective	Milestone	Begin Activity	End Activity
1.	Implement a Technology Lending Program at La Fe Preparatory School that targets all eligible 8 th graders in 2018/19 school year	1. Use Tech Lending Program award to secure laptops and educational software for 8 th graders for school and home use in order to prepare them for high school and future learning/career opportunities.	05/01/2018	08/31/2019
		2. Present and receive approval by school Board of Directors for Technology Lending Program process to include sign in/out guidelines and responsibilities	05/01/2018	06/30/2018
		3. Purchase approved Technology Lending hardware and software per approved program budget and school purchasing policies.	05/31/2018	06/30/2018
		4. Faculty receives training during staff development on new student technology (hardware/software) and establish plan on how to integrate new technology to enhance curriculum	07/1/2018	08/30/2018
		5. Welcome 8 th graders and parents to 2018/19 school year with program orientation and signature forms	09/01/2018	09/25/2018
2.	La Fe Preparatory School integrates Technology Lending Program into 8 th grade curriculum and student achievement goals	1. Faculty set achievement goals for 8 th graders that integrates the new technology learning assets and present to students as achievement goals	07/01/2018	09/25/2018
		2. Faculty assist students to use laptops effectively by providing guidance and using digital instructional materials to augment learning capacity	09/01/2018	05/30/2019
		3. Teachers evaluate student performance and provide guidance using digital instructional materials	09/01/2018	05/30/2019

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Schedule #14—Management Plan (cont.)

County-district number or vendor ID: 071-807

Amendment # (for amendments only):

Part 3: Feedback and Continuous Improvement. Describe the process and procedures your organization currently has in place for monitoring the attainment of goals and objectives. Include a description of how the plan for attaining goals and objectives is adjusted when necessary and how changes are communicated to administrative staff, teachers, students, parents, and members of the community. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

La Fe Preparatory School uses student performance data to monitor student and school progress toward goals and objectives. The resulting data is shared with faculty during professional learning community meetings held weekly by cross-grade cohorts; and during staff developments held 5 times per school year. Information is also shared during parent meetings where school/ student achievement goals and progress is discussed with the school community. During these sessions, feedback from school community stakeholders is gathered and used to set goal's next steps. Information may also be used to recommend program adjustments to the Technology Planning Committee in order to keep goals current and applicable to the learning environment. For the requested program, the Technology Planning Committee will monitor and review program data on a continuous basis and assess the Technology Plan during staff developments, but at least biannually during school year, to ensure program goals and objectives and time frames are being met. This process is also used to identify and propose program amendments as needed. Also, through the use of formative and summative evaluations (surveys, trainings and student scores) the committee will assure that the fidelity of the program goals and milestones are being met. District /School Board of Directors, staff, faculty, parents and students will also be informed of program accomplishments or changes/ amendments during scheduled meetings as well as through the school web page and monthly newsletter. These methods will ensure the entire school will be informed of the program benefits and resulting technology learning capacity improvements

Part 4: Sustainability and Commitment. Describe any ongoing, existing efforts that are similar or related to the planned project. How will you coordinate efforts to maximize effectiveness of grant funds? How will you ensure that all project participants remain committed to the project's success? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

La Fe Preparatory School is currently trying to convert its campus and learning environment into a technology driven community asset. There are no current programs or initiatives in place that provide the services of the Technology Lending Program. To accomplish this District/ School wide goal (as a charter school La Fe Preparatory School acts as its own district), we have developed a Technology Plan and are currently submitting proposals to public and private technology resources to upgrade our school technology. The current equipment is outdated and insufficient to assure all students have access to the appropriate level of technology to accomplish both school and personal development goals. The Technology Lending Program will address this goal by assuring that all "eighth grade" students have access to needed technology regardless of the TEA Instructional Materials Allotment (IMA) being insufficient to purchase enough school technology for every student who needs dedicated access to a device. The program will also allow us to leverage the grant award as we pursue other funding resources to accomplish our over-all school goal. Once funding is secured, current equipment and program technology will become part of the plan and strategy to assure all students have access to needed technology. The Technology Planning Committee will maintain equipment listings, and the school's inventory and accounting system will keep equipment data per funder and program requirements. These processes and the Technology Plan goals will assure all equipment is accounted for and used without duplication or supplanting other sources of technology funding. There are currently no other project participants involved in this process.

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Schedule #15—Project Evaluation

County-district number or vendor ID: 071-807

Amendment # (for amendments only):

Part 1: Evaluation Design. List the methods and processes you will use on an ongoing basis to examine the effectiveness of project strategies, including the indicators of program accomplishment that are associated with each. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Evaluation Method/Process	Associated Indicator of Accomplishment	
1.	La Fe Preparatory School Technology Team	1.	On-line assessment trends for students
		2.	Teacher, student and parent survey results
		3.	Budget reviews
2.	Professional Development Trainings	1.	Teacher technology application/ instruction in classroom
		2.	Teacher feedback
		3.	Data analysis
3.	Parent Trainings	1.	Attendance
		2.	Involvement in family technology projects
		3.	Parents training other parents in technology skills
4.	Student Learning	1.	Benchmark testing (beginning, middle and end of year)
		2.	Increased technology knowledge and skills by mastery of assignments
		3.	Students demonstrating increased responsibility skills by caring for laptop
5.		1.	
		2.	
		3.	

Part 2: Data Collection and Problem Correction. Describe the processes for collecting data that are included in the evaluation design, including program-level data such as program activities and the number of participants served, and student-level academic data, including achievement results and attendance data. How are problems with project delivery to be identified and corrected throughout the project? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Evaluative data collection for the Technology Lending Program, to include accomplishments, problems in project delivery and needed amendments to goals /performance measures will be identified and corrected through the following process;

1. The Technology Planning Committee will collect the necessary data to continuously problem solve, evaluate and monitor the program goals and milestones as well as the proper use of the program equipment.
2. Program Performance Measures data will be collected and submitted to TEA in a timely manner including;
 - Number /percent of students who checked out a device
 - Number /percent of eligible economically disadvantaged students
 - Number /percent of eligible students who receive assistance with Internet access
 - Number of program courses using digital instructional materials
 - Titles of digital instructional materials used as part of the 2018–2019 program
 - Number/percent of teachers who leveraged digital instructional materials for students
 - Number of online courses taken by participating students because of program
 - Number /percent of students who demonstrate proficiency on the TEKS at start/ end grant period.
 - Number /percent of students who showed increased attendance compared to 2017/18 school year.
 - Number /percent of students who showed increased academic achievement compared to 2017–2018.
3. The use of bilingual surveys for parents input/feedback and student performance data will be analyzed by the Technology Planning Committee to measure program effectiveness and recommend program amendments and adjustments as necessary.
4. Eighth grade teachers and the Technology Planning Committee will take on individual responsibilities to assure adherence and compliance with program goals, data collection and grant requirements.
5. The school will use its web page and monthly newsletter to inform parents and stakeholders of the program achievements, student and parent activities and how the use of technology has impacted students' learning capacity individually and collectively.

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Schedule #16—Responses to Statutory Requirements

County-district number or vendor ID: 071-807

Amendment # (for amendments only):

Statutory Requirement 1: Applicant must describe the availability of existing equipment to students in the LEA and other funding available for the purchase of student technology devices. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

La Fe Preparatory School conducted a technology needs assessment using its established Technology Planning Committee in 2017. As part of this process the committee analyzed the school's current technology assets and capacity with the following results;

- The main campus technology resource is a 20 computer lab that students rotate in using. However, these computers are restricted to on-campus and structured class room use only.
- The school also has minimal educational software.
- Faculty and classrooms also lack the technology to assist students become emerged in a technology driven learning environment such as interactive smart boards and instructor hardware and software.
- Many of the technology assets that school started with in 2007 and added in early operating school years have reached their capacity and become obsolete.
- All staff members have access to a computer (laptop/ desk top) with internet access in each classroom. Some of the hardware is outdated but functional.
- There are only two computers accessible per classroom for student use resulting in a ratio of 1 computer per 4.47 students (56 PCUs to 250 students).
- A total of 16 whiteboards are installed in classrooms.
- Printers and other peripherals are evenly distributed among classrooms ensuring that each grade level has access to at least the minimal needed technology and equipment.
- Internet access is campus-wide through multiple Wi-Fi hubs.
- South El Paso is part of the citywide (Digital El Paso) network with internet access signal reaching the school community.
- School has two videoconferencing units to host virtual field trips – equipment is functional but outdated.
- The school no longer has a notebook issuing program due to equipment being outdated and obsolete.
- The school does not currently have a Technology Lending or similar program

Even though the school is currently submitting proposals to acquire additional technology equipment for students, faculty and school use, there is currently no other dedicated funding or resources for student technology equipment purchase, hardware or software.

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Schedule #17—Responses to TEA Program Requirements

County-district number or vendor ID: 071-807

Amendment # (for amendments only):

TEA Program Requirement 1: Describe how the technology lending program aligns with the existing mission and goals for the LEA. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

La Fe Preparatory Charter School is applying for a Technology Lending Program grant as part of its mission and Technology Plan to bridge the technological gap in our school's campus and community in order to enhance the learning environment in our classrooms and improve our students' academic performance. Because our charter school now serves 260 students from Pre-K to 8th grade using a rigorous project-based thematic curriculum it has a high demand for technology.

Our school's mission embraces a holistic approach to addressing our students' and community needs. This mission includes assisting our students and community break a historical cycle of poverty and poor academic achievement. La Fe Preparatory is located in South El Paso and serves a school community where 95.8% of the students are identified as economically disadvantaged, 82.4% are identified at-risk and 90% have limited English-language proficiency. In educational attainment - only 33.2% of residents have a high school diploma, 2.6% a college degree and 0.5% a professional degree. Consequently as recently as 2015, 74% of families with children had incomes 100% below poverty. This community demographic data and our experience since opening our school in 2007 inform us that the school's community and our students cannot afford the technology needed to assure students excel in school and at home and become better prepared to meet the challenges of high school and college or productive careers. Student and community data also tells us our students need all the tools and learning environment opportunities to learn to navigate the world of technology and become out-of-box thinkers that only technology can provide. A technology driven learning environment and especially a Technology Lending Program would therefore align with the need to provide students with access to needed technology that they could otherwise not afford and risk falling into the same cycle of poor academic attainment, poor career opportunities and poor future income levels prevalent in the school community. As a charter school that now includes a middle school, we must meet these challenges of the learning community and cultivate these future citizens before they enter high school facing barriers impacted by their familial poverty.

To accomplish this District and school mission and overall school goal, we are in the middle of a campaign to acquire technology equipment, hardware and software, for our entire campus, faculty and students. As part of this Technology Plan, we are actively applying for private and public programs and grant opportunities. Within this strategy, the Technology Lending Program would not only align with our current goals, but would allow us to target the 40 students attending 8th grade in order to assure they have access to take-home laptops, they would otherwise not be able to afford. With this assured access, students and families can become better prepared to transition to the demands of high school and life's challenges. With this program, faculty will be able to provide these students with more opportunities for individual learning (e.g. differentiation); assess and improve skill development and accelerate learning in core topics through the use of program courses using additional digital instructional materials. With improved learning capacity, our student's interest in STEM and health care careers can be nourished and become paths for brighter futures. The Technology Lending Program will be focused on these students as a key asset in preparing them with the skills to complete and graduate high school in order to attend college or enter careers that will help them break the cycle of poverty in their community.

The grant award would also help us leverage this program in securing other resources to accomplish our Technology Plan. It is imperative for our students to be competitive in a digital economy by having access to computers and educational software at school and at home so they develop the critical skills needed for a lifetime of learning.

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 071-807

Amendment # (for amendments only):

TEA Program Requirement 2: Describe a plan for providing internet access to student residences, residential centers, and/or on the buses that transport students (for whom a single ride lasts, on average, at least an hour) with the highest need for off-campus internet access. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

In 2015 the City of El Paso and numerous community resources combined efforts and needs assessments data to develop a community plan to bring internet access to low-income communities, to include South El Paso. The funding from the U.S. Department of Education also provided technology equipment to several public and non-profit community resources. The project entitled Digital El Paso, continues to provide South El Paso, as part of this citywide network, an internet access signal that reaches the school community. We plan to use this network as our primary source of internet access in student's homes.

To assure students have access at home to school subjects and tutoring tools, age appropriate software for the targeted 8th graders has been submitted as part of this application. The software would be installed in each laptop by IT staff and used in classroom activities and to support the curriculum in order that students have confidence in their skill levels and achieve the projected improvements.

La Fe Preparatory School's IT staff will also provide trouble shooting services for student home access if network connectivity is a recurring problem. In cases where a family has no internet access, the school will assist the family to develop a plan whereby the student has access to the internet for school work purposes.

There are no dedicated funds in our Technology Lending Program budget to directly assist families with internet expenses due to the limited funding cap set for a school with our student population size.

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 071-807

Amendment # (for amendments only):

TEA Program Requirement 3: Describe how the lending program aligns with current curriculum, instruction, and classroom management policies and/or practices on its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

La Fe Preparatory School's current District/Campus wide goal to convert to a technology driven learning environment has already caused the school's Technology Planning Committee to analyze school policies, classroom practices and management. The committee has also assessed curriculum adjustments that will be necessary or optional in order to improve the students' learning environment through technology. We have also identified software needs that will not only augment the student's capacity to use their laptops on campus, but at home, and are focused on core school subjects where students have had historical assistance needs (reading, math and English proficiency). The software and additional courses using digital instructional materials made possible due to this program will be integrated into the current curriculum in order to allow students to maximize the use of their laptop for improving individual development as well as classroom learning capacity.

The lending program aligns well within this current effort by the school to convert to a technology driven learning environment. The program will be incorporated into the current curriculum by using the additional teaching resources and digital instruction materials made possible to reinforce lesson plans and provide alternate learning tools that match student learning styles and preferences. The Technology Planning Committee projects and has identified improvements in lesson delivery, raised studied expectations and increased student accountability all impacted by the integration of laptops to classroom and student technology access.

Classroom instruction and management will follow the lead of the program (8th grade) teachers as they identify ways to augment the student's learning capacity and subject command within campus teaching guidelines. School policies and/or practices are also currently being reviewed by the Technology Planning Committee to recommend best practices applicable to our campus and student population.

TEA Program Requirement 4: Describe how the applicant is using digital instructional materials in one or more foundation curriculum subject area(s) for one or more grade level(s). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Due to the schools limited technology equipment (hardware and software) and lack of student access to individual laptops, limited digital instructional materials have been used in classrooms or as part of the curriculum. Since few students have personal laptops/tablets, most school assignments, technology lessons and individual user time is limited to a 20 computer lab where student individual exposure and hands-on use of computers is very limited and focused on developing basic user skills and programs. The use of internet educational videos has been the only cross-content exposure students have had due to this limited access.

The school's Technology Planning Committee has developed a strategy whereby each grade would have access to age appropriate use of technology from day one of school attendance. Using such a strategy, faculty and students can learn to integrate technology and the many opportunities for additional digital instructional materials and personal development, into the goal of improved academic achievement and advancement technology makes possible. The use of tutorials and opportunists for supplemental home instruction and practice (e.g. Khan Academy) made possible by take-home laptops can be integrated not just in school product development but allow students to develop the skills to navigate technology and become out of the box thinkers.

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 071-807

Amendment # (for amendments only):

TEA Program Requirement 5: Describe how the infrastructure and technical support is adequate to support students' anticipated use of devices through the grant at its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Even though the school currently has limited technology assets and software, it has made significant efforts to prepare the campus, faculty and students for the conversion to a technology driven learning environment. The current school infrastructure and technical assistance available to support students anticipated use of individual laptops consist of the following;

- The school has multiple facility wireless access points thus the entire campus is WiFi ready.
- The schools current technology equipment has been prepared to support the Technology Lending Program. This includes making sure program requested hardware and software are compatible with school equipment and planned internet based programs.
- Faculty and IT staff are identifying any required networking or installation needs proactively to assure timely and successful integration of the additional laptop classroom technology.
- Necessary agreements and home-use technology guidelines and forms are being finalized in compliance with TEA statutory and program requirements.
- Establishment of a Technology Planning Committee to act as a project evaluation team consisting of school faculty, IT staff, as well as board of director and parent input/ feedback mechanisms has been initiated to develop tangible evaluative measures of student's learning capacity improvements.
- The school has initiated an AVID (Advancement Via Individual Determination) approach in their classrooms in order to bridge the student's learning experiences to future academic and life opportunities. This approach is ideal to now integrate take-home laptops and make these important poverty-breaking life lessons available both at school and in their homes.
- Development of bilingual surveys for each grade level and inclusive of parents will be an integral part of the evaluation process in order to explore how to get families to learn together through technology. This is our true technology laboratory. How do we promote community use of technology in order to break the hold of poverty and poor educational outcomes that have kept this community isolated from progress and increase its future opportunities to succeed?

La Fe Preparatory School evaluates that its current level of preparedness and infrastructure to support the Technology Lending Program is adequate to support students' anticipated use of devices through the grant at its participating campus.

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 071-807

Amendment # (for amendments only):

TEA Program Requirement 6: Describe how the grant will be administered on participating campus(es), including a description of how the check-out and check-in process will operate, who will oversee the check-out process, especially in cases of competing need, and the process that will be used to maintain the technology lending equipment in proper working condition. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

La Fe Preparatory School will administer the program in its sole campus that has 250 students attending Pre-K to Eighth Grades. The program will target the 40 eighth grade students as a priority student population. The school's Technology Planning Committee selected this grade since they will be entering high school, have a high percentage of economically disadvantaged students and none have personal technology devices. Through this program, we will be able to make sure they all have the access to technology needed to improve academic achievement and develop the learning capacity to complete high school and go on to college or productive careers. Since the program will target a small student population, it's ideal to prepare the school and students as more grades receive access to similar programs.

The check-out process will rely on both the student/ parent Technology Lending Agreement and Responsible Use Policies to educate and prepare students and parents to accept responsibility for the care and operation of the laptop. Content safeguards and reporting mechanisms to report equipment malfunctions or damages are also in place.

The school's administrative staff and eighth grade teachers will monitor the check in/out process and compliance. The Technology Planning Committee will evaluate if additional safeguards and policy reinforcement is needed. Any operating or equipment issues will be referred by the teacher to the Technology Planning Committee for troubleshooting and repair needs.

We do not project competing use of equipment issues, but if this occurs students with the greatest financial need will be prioritized.

TEA Program Requirement 7: Describe how technology lending equipment will be accounted for per local policy, including providing insurance, if appropriate. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

La Fe Preparatory School has an established equipment inventory, accountability and funder tracer capacity. Each piece of equipment or device receives an individual inventory number and is subject to the school's accountability and equipment control process and policies. Specific to this program, the school will give each laptop unit an inventory number that will be able to trace the equipment to the TEA Technology Lending Program. The equipment will be inventoried at start and end of each school day. Follow-up on any reported loses or unusable equipment will be reported to the Technology Planning Committee to repair or replace the device. The School's Comptroller maintains the updated equipment list, inventory and loss/damage reports in accordance with school policies.

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